



Professional Emergency Manager Exam Application Basic Level

For questions regarding the PEM program or exam please call 317-234-2539 or email alindsey@dhs.in.gov.
Mail applications to: Amy Lindsey, PEM Coordinator, Indiana Department of Homeland Security, 302 W. Washington Street E-208, Indianapolis, IN 46204.

Complete application packets are due by September 21st. Any packets received after the due date or any incomplete packets will be entered into the application process for the next exam offering. PEM participants will receive a study guide with upon receipt of their complete application packet.

If you have any special needs requiring consideration during the exam, please list them here:

1. Name: _____ 2. Driver's license # (mandatory) _____ - _____ - _____

3. Address: _____ 4. City/State/Zip: _____

5. County: _____ 6. Phone #: () _____

7. Email: _____

8a. Agency represented _____ 8b. Position _____

9. Exam date (more info on location/time will be provided in your acceptance email):

_____ October 12, 2007 (*EMAI conference- Indianapolis)

_____ October 13, 2007 (*EMAI conference- Indianapolis)

*For those taking the exam at the EMAI conference, it is NOT necessary to register for or attend the conference simply to take the exam.

10a. IDHS maintains transcripts of IDHS courses for each student. If the course was taken from another state-level emergency management/homeland security agency, list where the course was taken and provide a copy of your certificate. Continue with this application only if you have successfully completed ALL of the following courses from IDHS or another state-level emergency management/homeland security agency (Michigan EMA, Ohio EMA, etc.).

Check box if class was taken through IDHS.

Course taken outside IDHS

- ☐ Introduction to Emergency Management
- ☐ Management for Emergency Managers
- ☐ Emergency Management Planning/ CEMP
- ☐ Exercise Design and Evaluation
- ☐ Developing and Managing Volunteers
- ☐ Damage Assessment

- FEMA's Independent Study #275- The Emergency Operations Center's Role in Preparedness, Response, and Recovery Operations (**must submit copy of FEMA certificate with this application**).

10b. Part of the PEM Basic includes recent participation in a **discussion-based** exercise as an organizer, member of the exercise design team, or exercise player (**discussion-based** includes seminar, workshop, tabletop, or game; exercise should have been conducted within the last 3 years). Give a 1-2 paragraph description of the exercise and your role. *You must include date (including year), location, scenario, agencies involved, and your role during the exercise.*

Sample description: On February 10th, 2006 I participated in the Hoosier County Emergency Management Agency's Level 4 biological hazard tabletop exercise at the Oak Grove Community Center. I served as a member of the exercise planning team for the 6-hour exercise. The exercise involved the Hoosier County EMA, the Hoosier County Public Health Coordinator, Mapleton City Fire Chief Jane Kirkowicz, Police Deputy Chief Mark McGrath, Mayor Rebecca Bloomwood, Hoosier County public information officer Gary Dale, Mapleton School District Superintendent Bryan Boyd, Cherry Tree Town Marshall Tom Bartlett, Cherry Tree Fire Dept. 76 hazmat team, representatives from the Indiana State Department of Health, and Indiana Department of Homeland Security. The tabletop exercise ran from 9am- 4pm and was intended to test Hoosier County ESF responses to a biological incident (Ebola virus).

Professional Emergency Manager Basic Level Professional Contributions

Each student interested in taking the PEM Basic exam must complete a series of emergency management courses, participate in an emergency management discussion-based exercise, and complete 6 of 11 professional contributions before being approved for the exam. Please mark the 6 contributions you have completed. ***You must include proof of the professional contributions as part of the application packet or the application will be denied.***

Professional Contributions

1. ___ Design public information related to emergency management (brochure, posters, booklets, etc).
2. ___ Provide a seminar or workshop on any emergency management or homeland security subject in your jurisdiction.
3. ___ Be a Community Emergency Response Team (CERT) member or IDHS certified CERT trainer.
4. ___ Conduct a presentation in a public forum focusing on emergency management or homeland security –related topic.
5. ___ Receive an award or special recognition for excellence in emergency management or public safety.
6. ___ Be a current member of the International Association of Emergency Managers.
7. ___ Be a current member of the Indiana Emergency Management Alliance or the National Emergency Management Association.
8. ___ Be a member of the local Citizens Corps Council or be a volunteer with the Council.
9. ___ Be a member of an Emergency Management or Homeland Security committee, subcommittee, or task force at the Federal, State, District, or local level. Examples include District Planning councils, District training committees, D-MORT task force, district response team task force, LEPC, et cetera.
10. ___ Be an active participant or a volunteer of the Emergency Operations Center staff or fill a command or general staff position in the Incident Command System at an actual incident.
11. ___ Be a member of a specialty team such as a tactical team, search and rescue, water rescue, HAZMAT team, et cetera.

Proof of Completion

1. Provide a copy of the public information item, a description of why it was needed, and how and when it was distributed.
2. Provide a copy of both the course agenda and syllabus with date and instructor contact information including email and/or phone number.
3. Provide a copy of your certification from IDHS.
4. Provide a copy of the agenda with your name and presentation listed. Write a brief (1-2 paragraph) overview of what you presented and include this with the agenda.
5. Choose one of the following: Provide a picture of you with your award; provide a newspaper clipping or VALID internet link recognizing your achievement; or provide a copy of the award if it is a letter or certificate.
6. Provide a current copy of the membership roster from IAEM.
7. Provide a current copy of the membership roster from EMAI or NEMA.
8. Provide a letter from the Citizen Corps Council Director citing your involvement. Letter should include details such as your name, how long you've served with the Council, and your job duties.
9. Provide a copy of the meeting minutes from at least 2 meetings with your presence and position listed.
10. Provide a letter from EOC Manager or EMA Director citing your involvement. If you are the EMA Director, provide a letter from the Chief Elected Official citing your involvement.
11. Provide a letter from team leader or supervisor stating your name, how long you've been a member of the team, and your responsibilities on the team.